

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-03

OPEN TO: All Interested Candidates

POSITION: **Program Assistant,**

GRADE: FSN-7; FP-6*

POSITION NO: NAS-83

WORK HOURS: Full-time; 40 hours/week

OPENING DATE: January 7, 2013

CLOSING DATE: January 20, 2013

*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)

(Position Grade: FP-7 to be confirmed by Washington)

*Ordinarily Resident: Rs.775, 592 p.a. (Starting salary)

(Position Grade: FSN-7)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Program Management Assistant in the International Narcotics Law Enforcement Pakistan (INL-P) Section in Peshawar.

BASIC FUNCTION OF POSITION:

The incumbent reports to the senior FSN in Islamabad. The incumbent will fall under the operational control of the Police Advisor-Peshawar. S/He will perform a variety of tasks, both broad and specific in scope and complexity, relating to the implementation of the INL Police Assistance Program. The incumbent will focus particularly in the KPK by working closely with the Police Advisor-Peshawar and other members of the INL Police Advisor Team (PAT). S/He also will act as an alternate point of contact for the Law Enforcement agencies of the KPK on behalf of INL-P.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of 14 years of education in Arts, Political Science or Commerce is required.

2. EXPERIENCE: Two years of progressively responsible experience is required in administrative work or program preparation/planning related to Law Enforcement.

3. LANGUAGE: Level IV (Fluent) Reading/Writing/Speaking of English and Level III (good working knowledge) Reading/Writing/Speaking of Urdu and Pashto are required. This may be tested.

4. KNOWLEDGE: Incumbent must have a thorough knowledge of the present structure of the provincial and federal institutions, agencies, and organizations involved in Law Enforcement.

5. ABILITIES & SKILLS: The incumbent must be able to develop and maintain effective contacts with GOP officials. Individual must have basic office automation knowledge like MS-Word, MS-Excel, e-mail, etc. The incumbent must be able to set up and maintain official files, and understand the INL regulations and project implementation documents.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov . The Vacancy Announcement Number (e.g. 12-186) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not include your documents with your application; you will be informed when documents are required. Only short listed candidates will be contacted for a test or interview. To view all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 20, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.